

**General Welfare Requirement: Suitable premises, environment and equipment**

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

### 3.3 Health and safety risk assessment template

**Risk area:** Manual Handling

**Carried out by:**

**Date:**

**Risk identified:**

**Who is at risk:**

**Level of risk:**

**Control measure and person(s) responsible:**

**Review:**

Setting out equipment for pre-school sessions	Staff	Medium	Two people to carry out setting up procedure. Natalie Powers, Claire Ajayi and Kayleigh Niven are the staff responsible for setting up the session.  All staff to complete a “lifting and handling” course, ensuring that all staff are familiar with correct procedure for manual handling.	
Storing away of equipment	Staff	Medium	All staff responsible.  All staff to complete a “lifting and handling” course.	
Lifting children	Staff	Medium	All staff responsible.  All staff to complete a “lifting and handling” course.	

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<b>Version Number</b>	<b>Author</b>	<b>Purpose of change</b>	<b>Date</b>
1.0	K Coupe	Comprehensive review, page numbered & referenced	Sept 2014
2.0	Committee member	Reviewed and updated as necessary	Oct 2016
3.0	K Coupe	Reviewed, updated, version controlled	23 Jan 2019
4.0	T Clapp	Reviewed, no changes	29/04/2021 Cttee via email (quorate)